

Hello, we are Barts Health

#TeamBartsHealth

bartshealth.nhs.uk

Recruitment information pack





Our Vision To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING 	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING 	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE 	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE 	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL 	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE 	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



1. Job Particulars

Job Title	Junior Sister/ Charge Nurse
Pay Band	Band 6
Location	St Bartholomew's Hospital
Reports to	Senior Sister/Charge Nurse
Responsible to	Cardiology Matron and Senior Nurse

2. Job Purpose

The aim of this post is to provide the highest standards of assessment, planning, implementation and evaluation of individualized, holistic patient care in conjunction with the multi- disciplinary team. The post holder acts as a role model and clinical teacher. He/She provides effective mentorship and preceptorship, participating in the education and training of nursing and non- nursing staff.

The post holder will coordinate the activities of the Cardiac Catheterisation Laboratory Unit on a regular basis, liaising closely with the Senior Sister/Charge Nurse in delivering safe and efficient patients' flow. He/She is proficient with the every-day cath lab duties, including circulating and scrubbing for cardiac procedures. The post holder is required to join the on-call rota for the Heart Attack Service and Direct Arrhythmia Pathway at Barts Heart Centre.

3. Key Working Relationships

Internal	External
Senior Sister/ Charge Nurse	Patients
Cath Lab Matron	
Cath Lab Manager	
Cardiology Senior Nurse	
Staff Nurses, Student Nurses, Healthcare support workers	
Medical Staff	
Therapies	
Clinical Site Team	

4. Main duties, responsibilities and results areas

1. Communication:

Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the multidisciplinary team.



The post holder is required to:
Be skilled in communicating with a range of people on a daily basis and adapt communication style to the audience, some of who may have communication barriers.

Assist the Cath Labs Band 7 Team in disseminating Trust policies and information as required.

Provide feedback to colleagues on their communication at appropriate times in a compassionate manner.

Utilise a variety of strategies to communicate effectively with patients and those involved in their care.

Communicate with other staff within the Trust, external organizations and general public.

Keep accurate and complete records of activities and communications consistent with legislation, policies and procedures.

Convey information in a clear and structured manner.

Maintain effective communication with the Senior Sister/Charge Nurse on duty when coordinating the labs.

2. *Personal and People Development:*

Participate in team meetings, so fair and equal opportunities are given to share knowledge and ideas with colleagues.

Engage in the Preceptorship programme either as a Preceptor or a Preceptee.

Develop an awareness of clinical supervision/action learning.

Improve clinical practice through reflection with self or others.

Identify own educational and professional needs with the support of Line Manager through the Trust's appraisal process and development of personal development plan.

Influence the development of knowledge, ideas and work practice.



Identify learning needs of junior team members and support them appropriately through mentoring, coaching and performance review.

Perform appraisals for junior colleagues and liaise with the Band 7 Team in promoting education and staff development.

Provide teaching sessions to the team.

Delegate and prioritise skills.

Possess problem solving and effective decision making skills.

3. Health, Safety and Security:

The post holder is required to familiarise him/her and comply with the Trust's policies and procedures.

The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998).

The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment

When moving people and goods, the post holder must complete the relevant training as appropriate to the action.

The post holder must comply with radiation protection policies and local rules on this subject.

Take appropriate action to manage an emergency summoning assistance immediately when this is necessary and delegate tasks effectively to junior colleagues.

Work in ways that minimise risks to health safety and security.

4. Service Improvement:

Participate in the development of the ward/department Philosophy of Nursing and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice.



Develop skills in accordance with the expanded role relevant to the post holder's clinical area ()

Develop knowledge, understanding and application of their personal leadership skills.

Liaise with Line Manager in identifying opportunities to develop their leadership skills.

Co-ordinate the activities of the clinical area on a regular basis.

5. Quality:

The post holder must at all times work in accordance with the NMC Code of Professional Conduct.

Participate in Research, Audits and Quality Improvement initiatives.

Demonstrate knowledge and skills related to evidence based practice.

Use and maintain resources efficiently and effectively and encourage others to do so.

Monitor the quality of work on own area and alerts others to quality issues.

Report incidents and raises concerns in regards to patients' and staff safety via the appropriate channels.

6. Equality and Diversity:

The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunities and Inclusion policy.

Identify and take action when own or others' behaviour undermines equality and diversity.

Take account of own's behaviour and its effect on others.



7. *Assessment and Care planning to meet health and wellbeing needs:*

Assess, plan, implement and evaluate patient care and make changes as necessary.

Identify deteriorating patients and take appropriate action.

Promptly escalate deteriorating patients via the appropriate channels.

Ensure documentation is accurate and up to date.

Demonstrate an enquiring approach to patient care.

8. *Provision of care to meet health and wellbeing:*

Safely administer prescribed medication and monitor effects.

Educate patients, relatives and staff as necessary.

Ensure patients' views are taken into account in the decision making process.

Participate in collaborative decision making within the nursing team.

Participate in meeting the health education and promotes the needs of patients and carers.

9. *Information collection and analysis:*

Demonstrate an understanding of research and development and how this influences nursing practice.

Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system

Analyse and report information provided through appropriate clinical equipment and act upon this gathered information.

Maintain the integrity of information using agreed methods and procedures.



Report the data/ information clearly in the required format and at the time agreed.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

5. Working conditions

Criteria	Description
Physical	<p>The post holder will be required to use a computer for the inputting of patient details and data. Training in the use of electronic system will be available.</p> <p>Training in the use of equipment for the purpose of patient monitoring will also be provided.</p> <p>The post holder will be required to wear radiation protection garments during procedures in the labs.</p> <p>The post holder will be required to stand for extended period of times whilst scrubbed for procedures.</p> <p>The post holder will be required to undertake light physical activity whilst moving and handling patients.</p> <p>The post holder will be required to undertake light physical activity throughout the shift, with minimal seated activity.</p>
Emotional	<p>Clinical duties within the department can be emotionally challenging and distressing. This is dependent on the case load at the time but can be a daily occurrence for several hours duration.</p> <p>The post holder will be required to support patients/relatives during difficult conversations and throughout the clinical decision making process. There may be a need to deal with patients, relatives and other staff who are tearful/angry/upset.</p>
Working Conditions	<p>The working environment can be noisy and challenging at times.</p> <p>The patient group within the emergency department is diverse and this can place additional daily demands on staff.</p> <p>There will be daily exposure to bodily fluids in the course of the daily care of patients</p> <p>There are occasions when staff are exposed to verbal and threats of physical abuse. This is infrequent.</p>
Mental	<p>A high level of concentration is required in a fast paced, unpredictable environment to provide the highest standard of patients care. The environment and work load is unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability. There will be frequent interruptions due to the operational nature of the role.</p>



NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant. (October 2002). www.nmc-uk.org/

Person specification

Post	Sister/Charge Nurse	Band	6
Dept/ward	Cardiac Cath Labs		

Essential = E Desirable = D		E or D	Application form	Interview
Qualifications and knowledge	RGN/RN Intravenous accreditation Prep for mentorship course or equivalent Cardiac specialist modules	E E D D	✓ ✓ ✓ ✓	
Experience	Previous Cath Labs experience, including experience of co-ordinating shifts.	E	✓	✓



Skills	Good interpersonal skills	E		✓
	Ability to work as a team member	E		✓
	Ability to manage own workload	E		✓
	Demonstrates clear verbal and written communication skills	E		✓
	Positive attitude and ability to work under pressure	E		✓
	Adaptability to changing workload	E		✓
	Willing to broaden knowledge and learn specific competencies.	E		✓
	Ability to respond positively to constructive criticism	E		✓
Personal and people development	Ability to demonstrate enthusiasm towards teaching and sharing knowledge	E	✓	✓
	Understanding of own ability to identify learning needs and interests	D	✓	✓
	Ability to self-reflect, carry out tasks of own job and identify what further learning is required to do current role more effectively	E	✓	✓
	Ability to take an active role in agreed learning activities and keep a record of them	E	✓	✓
	Ability to identify learning needs of others and take an active role developing skills	E		✓



Essential = E Desirable = D		E or D	Application form	Interview
Communication	Ability to work as part of a multi-disciplinary team	E	✓	✓
	Ability to communicate effectively at all levels across the ward/department and CAG	D		✓
	Ability to communicate with patients in an empathetic manner regarding their treatment and procedures	E	✓	✓
	Can demonstrate an enthusiastic, approachable and friendly manner	E		✓
	Clear verbal communication between members of the multidisciplinary team.	E	✓	✓
	Clear and concise written communication	E	✓	✓
	Demonstrates understanding and application of escalation process	E		
	Ability to delegate tasks and act as a leader	E		
Health, Safety and security	Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies	E	✓	✓
	Ability to support others in maintaining health, safety and security	D	✓	✓
	Ability to identify and assess the potential risks involved in work activities and processes for self and others	D		✓
Service Improvement	Knowledge of current and emerging NHS strategy and policy	D	✓	✓
	Ability to offer constructive suggestions for service improvement	D	✓	✓
	Effectively carries out tasks related to evaluating services when asked	D		✓
Quality	Ability to work within set timeframes working to priorities and deadlines	E	✓	
	Ability to monitor the quality of own work	E		✓
	Able to recognise own limits and work within those limits of competence	E	✓	✓
	Ability to use and maintain resources efficiently and effectively and encourage others to do so	D		✓



Equality and Diversity	Ability to treat everyone with whom you come into contact with dignity and respect	E	✓	✓
	Experience of Equal Opportunity policies and procedures	D	✓	✓
	Ability to identify and take action when own or other's undermines equality and diversity	D		✓
Essential = E Desirable = D		E or D	Application form	Interview
Assessment and care planning to meet health and wellbeing needs	Ability to prioritise clinical work effectively	E	✓	✓
	Shows a non-judgemental approach to patient care	E	✓	✓
	Ability to record and report back accurately and fully on patient assessments undertaken and risks identified	D	✓	✓
Provision of care to meet health and wellbeing needs	Can demonstrate a knowledge of current and emerging health care issues	E	✓	✓
	Ability to identify deteriorating patients	E		✓
	Ability to carry out essential and appropriate nursing care and procedures	E	✓	✓
Information collection and analysis	Can prove basic computer knowledge in Windows and IT systems	E	✓	
	Ability to store data/information safely and correctly	E	✓	✓
Specific requirements	Ability to work flexibly to meet service requirements	E		✓
	Rhythm recognition and 12 lead ECG interpretation skills	E	✓	✓
	ILS	E	✓	
	Leadership Course	D		
	Heart Attack Service on-call experience	D		



About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

